

U.S. Government Printing Office (GPO)
Southampton Office Park
Suite A-190
928 Jaymore Road
Southampton, Pennsylvania 18966

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Parameters - The Journal of the US Army War College

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Automated Printing Service

Single Award

CONTRACT TERM: The term of this contract is for 1 year (base year), beginning October 1, 2000 and ending September 30, 2001 and 4 option years. Special attention is directed to the following clauses in Section 1 of this contract: "Economic Price Adjustment," and "Option to Extend the Contract Term."

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Contract Term
Number of Pages and Quantity

Additional lesser changes are scattered throughout.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date metric measurements will be used exclusively in all specifications.

For information of a technical nature call Hytha Benton (215)-364-6465 (no collect calls) or direct e-mail to hbenton@gpo.gov.

BID OPENING: September 6, 2000.

Bids shall be publicly opened at 2:00 p.m., prevailing Philadelphia, PA time.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
P-8. Halftone Match (Single and Double Impression)	Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System Color

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from October 1, 2000 through September 30, 2001 (September 30, 2002 through September 30, 2005, if option years are taken). All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: Government representatives will conduct a conference with the contractor's representative in Mechanicsburg, PA., immediately after award. Any such conference may be waived, if contractor has performed successfully in a previous contract year.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of books requiring such operations as film and plate making, printing, collating, binding, packing, creating labels, labeling, mailing, and delivery.

TITLE: Parameters - The Journal of the US Army War College.

FREQUENCY OF ORDERS: Approximately 4 orders per year.

QUANTITY: Approximately 12,700 copies per order.

NUMBER OF PAGES: Approximately 170 text pages plus wrap around cover per order.

TRIM SIZE: 178 x 254 mm (7 x 10").

GOVERNMENT TO FURNISH: Camera-ready copy consisting of photocomposition, photo mechanical transfer copy, photo mechanical pre-screened halftones in place (approximately 6 per order). Camera-ready copy will be for same size reproduction.

3.5 Floppy Disk (ASCII Format) containing data base for approximately 9,275 addresses for each order.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications (see Attachment No. 1).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. Films delivered to the Government must be as complete pages, removed from flats (with all materials used in stripping to the flats cleanly removed) and gathered in page sequence. All films must be packed flat, (DO NOT ROLL). All films returned must be the final films used for printing. Films may be opaqued on the emulsion or non-emulsion side.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

Text: White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White Vellum Finish Cover, grammage 175 g/m² (basis weight: 65 lbs per 500 sheets, 20 x 26"), equal to JCP Code L20.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set press is expected when slow drying time significantly increases production costs.

PRINTING: Text: Print head to head (unless otherwise specified) in black ink by the offset printing process. Contractor may not include blank pages in the finished product.

Cover: Wraparound cover will print Covers 1 and 4, and spine in a colored ink (bleeds all sides with reverses, (heavy ink coverage). Match pantone number indicated on individual print order. Inside Covers 2 and 3 will print in black ink.

MARGINS: Text - Margins will be indicated on copy or print order, Cover - Bleeds all sides.

BINDING: Perfect bind text and wraparound cover; trim three sides.

PACKING: Bulk Shipments: Pack in shipping containers, each container not to exceed 20.4 kg. (45 pounds) when fully packed.

Mailed Shipments:

Insert single copies into poly bags which must be of sufficient strength, durability and construction so that the product will not be damaged and the poly bags will not open nor split when processed through the U.S. mail system.

Quantities up to 5.4 kg. (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.4 kg. (14 pounds).

Quantities over 5.4 kg. (12 pounds), up to 10.9 kg. (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg. (27 pounds).

Quantities over 10.9 kg. (24 pounds), up to 16.3 kg. (36 pounds), must be packed in shipping containers (maximum gross weight 18.1 kg. (40 pounds).

LABELING AND MARKING: Contractor to create approximately 9,275 addressed mailing labels from furnished floppy disk for each order. Affix a label to each unit of mail packaged in poly bags, cushioned shipping bags, shipping bundles and containers.

NOTE: Contractor to print or stamp "PERIODICALS" to the outside of each poly bag. Mailing labels must be affixed to the outside of the poly bags.

ADVANCE COPIES: The contractor must deliver five printed advanced copies (pre-shipment copies) to: U.S. Army War College, Bldg. 122, Room A16, Carlisle Barracks, Carlisle, PA 17013-5013. These copies must be "online" copies. Complete shipment and/or distribution must not be made until a representative of the U.S. Army War College gives notification of approval to proceed. Contractor will receive notification of results within two workdays after receipt of advance (pre-shipment copies).

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to: US. Army War College, AWCSR, Carlisle Barracks, PA 17013-5050. Attention: Root Hall, Room A-16.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: Mail F.O.B. contractor's city: 1 copy each to approximately 9,050 destinations.

Approximately 1,275 copies to approximately 225 addresses (number of copies will range from 10 to 570 per address). The number of copies will be indicated on each label.

Contractor is required to complete postal form 3541-A and provide copy to US Army War College.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All mailing shall be made at the Periodicals rate.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 1-85), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Ship the following F.O.B. Destination:

Ship 520 copies marked "Depository Copies-0325-K" to the U.S. Government Printing Office, Depository Receiving Section, Jackson Alley, Room A-150, Washington, D.C. 20401.

Ship 15 copies marked "File Copies" to the Library of Congress, Madison Building, Exchange and Gift Division, Federal Documents Section, C Street (Between 1st and 2nd), SE, Washington, DC 20540.

Ship 825 copies marked "Subscription Stock" M/F: SUB. ID. NO. "PAR" to the U.S. Government Printing Office, Documents Warehouse, 8610 Cherry Lane, Laurel, Maryland 20707.

Ship 260 copies to: Command and Staff College, Marine Corps Development and Education Command, Attn: C402, 2076 South Street, Quantico, VA 22134-5068.

Ship 150 copies to: HQ AFROTC/DOE, Attn: Senior Textbook Monitor, 551 East Maxwell Blvd., Maxwell AFB, AL 36112-6106.

Ship 150 copies to: Defense Intelligence Agency, MCE-2, Attn: Director of Applied Research, Bolling AFB, Washington, DC 20340-5100

Ship 110 copies to: George Marshall Center, Attn: ECMC-CL, Unit 24502, APO, AE 09053.

Deliver balance to: US. Army War College, AWCSR, Carlisle Barracks, PA 17013-5050. Attention: Root Hall, Room A-16.

RETURN OF GOVERNMENT FURNISHED MATERIAL: The contractor must deliver all furnished camera copy and films furnished by the Government, along with films made by the contractor, together with one printed sample to the address listed on the print order.

These materials must be packaged, properly labeled and delivered separate from the entire order. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to returning materials, and furnishing random and sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Camera copy, and print order must be picked up at the: US Army War College, AWCSR, Root Hall, Room A-16, Carlisle Barracks, PA 17013-5050.

It is anticipated that copy will be ready for pick up during the last week of October, January, April and July.

Complete production and delivery to the Carlisle Barracks address and shipping and mailing to all other destinations must be made within 17 workdays after notification of availability of Government furnished material.

Unscheduled material such as shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I. a.	696	8,839

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

A charge will be allowed for each text or cover page, whether printed or blank.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
a. Text and cover pages.....price per page.....\$	_____	\$_____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit each set of pages attached to a completed and signed copy of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

NOTE: BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET ON THE GPO WEBSITE, MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT ALONG WITH THE SCHEDULE OF PRICES AS REQUESTED BY THESE SPECIFICATIONS.

ATTACHMENT NO. 1

GPO Form 905
(R 3-90) P. 57762-6

LABELING AND MARKING SPECIFICATIONS

INNER PACKAGES: Each inner package must be marked or labeled with the following: department name and requisition number, form number (including revision date, if any), title, and quantity. Mark or label boxes and wrapped packages on one end (not top, bottom, or sides), banded packages on the band, and tied packages on the chipboard or newsboard. Shrink film packages must be labeled, not marked, on the top or the end; labels may be placed inside the wrap.

SHIPPING CONTAINERS: Each shipping container must have a shipping label applied to one end (not top, bottom, or side). The label must be reproduced (same size) from the facsimile below in black ink on white paper. The label must be filled in accurately and legibly, using bold characters at least ¼" high, except the "From" box which may be smaller. The name and requisition number of the receiving department must be used in the "Dept." box and "Dept. Req. No." box of shipping container labels in lieu of the name and requisition number of the ordering department. Label entries must remain clear

and legible for a period of at least two years under normal warehouse conditions.

SHIPPING BUNDLES: The information required in the facsimile below must appear in a convenient location on each shipping bundle.

MAILED SHIPMENTS: The facsimile below shall be used as a mailing label applied to one end of the mailing container (not top, bottom, or side). Affix postage to parcels bearing this mailing label so that the stamps or meter strip overlap the upper right corner of the label.

CAUTION: Noncompliance with the labeling and marking specifications will be cause for the Government to relabel in accordance with the specifications and charge all costs thereof to the contractor. The Public Printer reserves the right to institute this action without prior notice to the contractor or to reject the order because of such noncompliance.

FROM		FOR USPS DELIVERY APPLY POSTAGE	
DEPT.	STOCK NO.		
DEPT. REQUISITION NO.	CONTROL NO.		
GPO JACKET NO.	SUB. ID NO.		
GPO ORDER NO.	TITLE		
PROGRAM/PRINT ORDER NO.	TO		
FORM OR PUBLICATION NO./DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER			
PKGS. OF			

Sample Bid Envelope

In order to ensure proper processing of all bids, the
Following information is required on all bid envelopes.

Program: 3222-S

From: _____

Address: _____

Apply
Postage

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U. S GOVERNMENT PRINTING OFFICE
928 JAYMORE ROAD, SUITE A-190
SOUTHAMPTON, PA 18966-3820

Bids will be received
Until September 6, 2000
At 2:00 p.m., EST.